

# **Bangladesh Power Development Board (BPDB)**

## **Annual Training Schedule 2023-2024**

### **Office of the General Manager (Training)**

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**&**

### **Directorate of Training & Career Development**

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# Directorate of Training & Career Development, BPDB, Dhaka



# Directorate of Training & Career Development, BPDB, Dhaka

The Directorate of Training & Career Development, Dhaka was established in 1968 under the then EPWAPDA. At present, the Regional Training Center (RTC) at Tongi remains under the jurisdiction of this office.

Apart from conducting scheduled training courses, the Directorate is also responsible for selecting nominees for all types of foreign training & seminar, training programs of Power Division, Planning Commission & BPMI. It also arranges training programs & seminars on different latest technologies both inside & outside of BPDB and conducts training programs and seminars for the officers of other utilities of the power sector as per their need.

The Directorate has a well-furnished seminar room with a seating capacity for 40 persons & a classroom with a seating capacity for 30 persons. It arranges different courses on Engineering, IT (Information Technology), Accounts, Management etc. Computer training is continuing from the year 2000. It has a well-furnished computer lab. The Directorate of Training & Career Development, Dhaka is always entrusted by the Board to organize need-based training like courses on Coal based power plant, Communicative English, e-GP, e-filing, ERP, Project Management, Innovation Initiative, APA & KPI, etc.



The Officials of GM Training Office and Directorate of Training and Career Development, BPDB, Dhaka.

**Annual Training Schedule for 2023-24**  
**Directorate of Training and Career Development, BPDB, Dhaka**

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	From
<b>July-2023</b>						
1	MA-17	Development of Effective Negotiation through English Communication.	7	Officers BPDB	03.07.2023	09.07.2023
2	MA-07	National Integrity Strategy (NIS), Anti-Corruption, Etiquette & Manner, Professional Ethics & Organizational Behavior.	10	UDA/LDA/Technical Staff/Helper or equivalent	09.07.2023	18.07.2023
3	MA-25	The role of power sector in Sustainable and Environment Friendly Development: Bangladesh Perspective.	11	XEN/DD/SDE/AE/AD	10.07.2023	20.07.2023
4	MA-06	Customer Service Excellence & Office Etiquette.	8	Staffs of BPDB	17.07.2023	24.07.2023
5	MA-11	Training to ensure the requisite skills & qualities of 4th class employees of BPDB to conduct financial and administrative affairs with integrity and honesty.	10	Helper/MLSS/Security Guard/Driver	25.07.2023	03.08.2023
6	T-36	PPR-2008, PPA-2006, Preparation of Tender Document & Public Procurement Guidelines.	10	Officers of BPDB	24.07.2023	02.08.2023
<b>August-2023</b>						
7	T-53	Maintenance and Operational skill and management to gain optimum efficiency of a power plant.	07	Officers BPDB	01.08.2023	07.08.2023
8	E-10	Renewable Energy & Micro Grid for Sustainable Development of the Power Sector of Bangladesh.	11	Technical Officers of BPDB	06.08.2023	16.08.2023
9	MA-13	Leadership, good governance and Vision 2041(Batch-1).	03	CE or equivalent to SE or equivalent	22.08.2023	24.08.2023
10	T-37	Training for BPDB Doctors for Professional Knowledge & Skill Development (Part-1)	10	Medical Officers of BPDB	27.08.2023	07.09.2023
11	F-03	Accounts, Audit and Financial Activities of BPDB.	10	UDA/SAA/STENO/AA/LDA/JAA/Store keeper	08.08.2023	17.08.2023
12	MA-27	Risk and Dispute analysis on basis of a implemented project (case study) and solving	02	Officers of BPDB	28.08.2023	29.08.2023

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	From
		procedure.				
<b>September 2023</b>						
13	MA-01	BPDB Employees Service Rules, Labour Law and Industrial Relationship.	11	UDA/SAA/STENO/AA/LDA/JAA & Staff as Computer Operator or equivalent	03.09.2023	13.09.2023
14	T-41	Training for Professional Development of the Security Guard of BPDB.	10	Security Supervisor/Inspector/Security Guard	10.09.2023	19.09.2023
15	E-06	Smart Pre-Payment Metering, Computerized Billing System and Customer Service Excellence.	10	XEN/SDE/AE/SAE	17.09.2023	26.09.2023
16	MA-10	Inquiry Procedure & Report Writing, Punishment and Appeal Procedure According to Service Rules of BPDB.	10	UDA/SAA/STENO/AA/LDA/JAA & Staff as Computer Operator	18.09.2023	27.09.2023
<b>October-2023</b>						
17	T-42	Driving Risks, Awareness, Vehicle Act, Road Safety & Traffic Management.	8	Drivers of BPDB	01.10.2023	08.10.2023
18	T-37	Training for BPDB Doctors for Professional Knowledge & Skill Development (Part-1)	11	Medical Officers of BPDB	09.10.2023	19.10.2023
19	E-13	Training on Civil Engineering & Architectural Design.	11	XEN/SDE/AE/SAE	16.10.2023	26.10.2023
20	T-36	PPR-2008, PPA-2006, Preparation of Tender Document & Public Procurement Guidelines.	10	UDA/SAA/STENO/AA/LDA/JAA	02.10.2023	11.10.2023
21	MA-19	Awareness Creation for some Common Diseases.	11	Male Staff of BPDB	15.10.2023	25.10.2023
22	MA-11	Training to ensure the requisite skills & qualities of 4 <sup>th</sup> class employees of BPDB to conduct financial and administrative affairs with integrity and honesty.	09	Helper/MLSS/Security Guard/Driver	29.10.2023	07.11.2023
<b>November-2023</b>						
23	MA-30	Training for Inquiry Officers & Prosecutors of BPDB.	09	Officers of BPDB	08.11.2023	16.11.2023
24	F-05	Basic Idea on TAX, AIT, CD-VAT and other Financial Activities.	10	UDA/SAA/STENO/AA/LDA/JAA & Staff as Computer Operator	13.11.2023	22.11.2023

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	From
25	MA-27	Risk and Dispute analysis on basis of a implemented project (case study) and solving procedure.	02	Officers of BPDB	19.11.2023	20.11.2023
26	E-08	Power Plant Reliability, Load Forecasting and Economic Operation of Thermal Power Plants.	10	XEN/SDE/AE/AD/SAE	27.11.2023	06.12. 2023
27	E-01	Relay & Protection of Sub-Station & Distribution Line, Fault Detection, Setting & Coordination.	10	XEN/SDE/AE/SAE	07.11.2023	16.11.2023
28	T-39	Security of KPI, Firefighting and safety procedure.	10	Security Guard/MLSS/Helper	20.11.2023	29.11.2023
<b>December-2023</b>						
29	T-40	Training for Medical Staff of BPDB.	10	Medical Staff of BPDB	10.12. 2023	19.12. 2023
30	MA-31	Vision 2041 & Development of Power Sector - a critical analysis on financial aspect	03	SE/Equivalent and Above	10.12. 2023	12.12. 2023
31	MA-28	Training on File & Records Management, Preparation of Official Document and Familiarization with the Administrative Hierarchy & Organogram of BPDB.	11	UDA/ STENO /LDA & Staff as Computer Operator or equivalent	18.12.2023	28.12.2023
32	T-33	Enhancing Academic and Professional Development for School Teachers.	10	School Teachers	19.12.2023	28.12.2023
33	T-31	Implementation of Integrated Solid Waste Management & Conversion of Waste into Energy: Economic & Technical issues.	09	DD/XEN/SDE/AE/AD/SAE	20.12.2023	28.12.2023
<b>January-2024</b>						
34	T-30	Independent Power Producer (IPP) & Power Purchase Agreement (PPA).	10	Technical & Accounts Officer	02.01.2024	11.01.24
35	T-53	Maintenance and Operational skill and management to gain optimum efficiency of a power plant.	07	Officers BPDB	02.01.2024	08.01.2024
36	MA-07	National Integrity Strategy (NIS), Anti-Corruption, Etiquette & Manner, Professional Ethics & Organizational Behavior.	10	UDA/LDA/Tech nical Staff/Helper or equivalent	01.01.2024	10.01.2024
37	T-32	SWOT Analysis for Project Formulation, Implementation, Monitoring, Reporting, Evaluation and Closure.	10	XEN/SDE/AE/SAE	15.01.2024	24.01.2024

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	From
38	MA-06	Customer Service Excellence & Office Etiquette.	8	Staff of BPDB	10.01.2024	18.01.2024
39	T-54	Basic Course on Solar PV System Design.	10	XEN/SDE/AE	22.01.2024	31.01.2024
<b>February-2024</b>						
40	MA-19	Awareness Creation for some common diseases.	10	Female Staff of BPDB	05.02.2024	14.02.2024
41	T-27	Tariff Rule, COP and Electricity Act 2018 and Rules 2020.	11	UDA/SAA/ STENO /AA/LDA/JAA & Staff as Computer Operator	06.02.2024	15.02.2024
42	MA-13	Leadership, good governance and Vision 2041(Batch-2).	11	AE/SDE/AD/ Sr. AD	18.02.2024	28.02.2024
43	MA-20	Social Engineering and Social Media Offence, Defense and 4 <sup>th</sup> Industrial Revolution.	10	Officers of BPDB	26.02.2024	07.03.2024
44	T-32	SWOT Analysis for Project Formulation, Implementation, Monitoring, Reporting, Evaluation and Closure.	03	SE/Equivalent and Above	27.02. 2024	29.02. 2024
<b>March-2024</b>						
45	MA-01	BPDB Employees Service Rules, Labour Law and Industrial Relationship.	10	UDA/SAA/ STENO /AA/LDA/JAA & Staff as Computer Operator or equivalent	03.03.2024	12.03.2024
46	T-42	Driving Risks, Awareness, Vehicle Act, Road Safety & Traffic Management.	8	Drivers of BPDB	12.03.2024	19.03.2024
47	E-11	Energy Management and Energy Auditing.	10	XEN/SDE/AE/ AD/SAE	18.03. 2024	28.03. 2024
48	T-55	Training on SCADA, DMS, DA & OMS and SAS.	10	XEN/SDE/ AE/SAE	19.03.2024	28.03.2024
<b>April-2024</b>						
49	T-56	Part-1 Primary Energy: Demand and Supply Plan, Part-2 Power Development Plan: Optimization, Diversification, Least Cost and other scenarios.	10	Officers of BPDB	21.04.2024	30.04.2024
50	T-38	Occupational Health & Safety Environment & First Aid.	10	Staff of BPDB	22.04. 2024	02.05. 2024
51	T-39	Security of KPI, Firefighting and safety procedure.	10	Security Guard/MLSS/ Helper	21.04.2024	30.04.2024
<b>May-2024</b>						
52	MA-27	Risk and Dispute analysis on basis of an implemented project (case study) and solving procedure.	02	Officers of BPDB	06.05.2024	07.05.2024

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	From
53	E-04	Solid Fuel coal; Types, Properties, Composition, Coal Management and Sub-Critical, Critical, Super Critical, Ultra-Super Critical Point of a Coal based Thermal Power Plant.	10	XEN/SDE/AE/Chemist/SAE	05.05.2024	14.05.2024
54	T-41	Training for Professional Development of the Security Guard of BPDB.	09	Security Supervisor/Inspector/Security Guard	08.05.2024	16.05.2024
55	T-34	Ensuring Sustainable Power Sector Through Energy Efficiency Development and Energy Conversion.	10	XEN/SDE/AE/AD/SAE	13.05.2024	23.05.2024
56	MA-28	Training on File & Records Management, Preparation of Official Document and Familiarization with the Administrative Hierarchy & Organogram of BPDB.	11	UDA/ STENO /LDA & Staff as Computer Operator or equivalent	19.05.2024	29.05.2024
<b>June-2024</b>						
57	T-36	PPR-2008, PPA-2006, Preparation of Tender Document & Public Procurement Guidelines.	10	UDA/SAA/STENO/AA/LD A/JAA	02.06.2024	11.06.2024
58	F-04	Auditing and Settlement of Audit Objection.	10	AE/AD(Accounts)/Store Officers/Sr. AD(Accounts)/SDE /DD(Accounts)/XEN	03.06.2024	13.06.2024
59	MA-27	Risk and Dispute analysis on basis of an implemented project (case study) and solving procedure.	02	Officers of BPDB	12.06.2024	13.06.2024
60	MA-02	Office Administration, Personnel Management and File Management as per Secretariat Instruction 2014	06	Officers of BPDB	23.06.2024	30.06.2024

**Number of Targeted "On the Job Training (OJT)" for 2023-24: 35**

**Deputy Director-1: Short Courses/Seminars:**

1. Delegation of Financial Power-2018 of BPDB (From 20.08.2023 to 22.08.2023)
2. Company Law for Enhancing the Growth of Power Sector of Bangladesh (From 18.02.2024 to 20.02.2024)
3. Pre-Shipment Inspection and Post Landing Inspection, Factory Witness and Acceptance Test (From 24.06.2024 to 26.06.2024)
4. Seminar on National Mourning Day- 16 th August, 2023
5. Seminar on Cancer Awareness- 10<sup>th</sup> October, 2023
6. Seminar on Victory Day of Bangladesh- 16<sup>th</sup> December, 2023
7. Seminar on Women's Day- 10<sup>th</sup> March, 2024



8. Seminar on Soft Skill, etiquette, manner, grooming - 22<sup>nd</sup> April, 2024

**Deputy Director-2: Short Courses/Seminars:**

1. Sustainable Power, the Pillar of Smart Bangladesh
2. LNG: An alternative option for power generation.(Field visit to FSRU)
3. Seminar on Grid Integration of Renewable Energy Resources.
4. Short course on Cross-Border Electricity Trade (CBET) with field visit of HVDC substation.
5. Short Course on Adult Learning & Participatory Teaching Methods.
6. Short Course on Public Private Partnership Procurement (PPP)
7. Hazard Identification & Risk Assessment (HIRA)
8. Hydrogen Energy: Prospects & Challenges for Bangladesh (Including field visit).
9. Integration of GIS with Electrical Power System Analysis Software (E-tap).
10. International Coal & Oil Procurement and Supply Chain Management with field visit (5 day).(Including Field Visit)
11. Reliable Power to Meet the Challenges of the 4th Industrial Revolution.
12. Renewable Energy Policy and Net Metering Guideline.(Field visit)
13. Financial Model for Private Sector Power Generation.
14. Awareness creation on E-waste and its management.(Including field visit)
15. Prospects of Clean Energy Transformation and Sustainable Cross Border Energy Trade in South Asia.
16. Promoting Energy Cooperation in SASEC Region.

**Deputy Director-3: Short Courses:**

1. Training on Basic Management , Human resource Management (HRM) and Human Resource Development (HRD) (From 29.11.2023 to 30.11.2023).
2. Effective Managerial Communication Skills, Inter-personal & intra-personal Communication skill development & Motivating people at workplace (From 22.05.2024 to 23.05.2024).
3. Lifestyle, Stress Management and Motivation (From 26.09.2023 to 27.09.2023).
4. BPDB Call Center (Hotline: 16200)-Integrated Customer Care Solution (31.08.2023).
5. Soft Skills Development for Professionals: Techniques of Effective Communication, Decision Making & Problem Solving, Time Management, Leadership & Negotiation Skills, Stress Management and Conflict Management with Emotional Intelligence (From 26.02.2024 to 29.02.2024).

**Course Topic Keyword:**

**DD-1:** Security KPI, PPR-2008, PPA-2006 & Preparation of Tender Document, Awareness on Common Diseases, Solid Fuel coal, Relay & Protection, BPDB Employees Service Rules, Smart Pre-Payment Metering, National Integrity Strategy (NIS), SWOT Analysis for Project, SCADA, DMS, DA, OMS and SAS, Renewable Energy & Micro Grid, File & Records Management, Company Law, Vision 2041, Delegation of Financial Power-2018 of BPDB, Pre-Shipment Inspection.

**DD-2:** The role of power sector, Accounts & Audit, IPP & PPA, Requisite skills for 4<sup>th</sup> grade, Inquiry Procedure, Integrated Solid Waste, TAX-VAT, Power Plant Reliability, Solar PV System Design, Tariff Rule & COP, Social Engineering, Energy Management & Auditing, Occupational health & safety, Training for Medical Staff of BPDB, Ensuring Sustainable Power,Auditing and Settlement of Audit Objection,Training for BPDB Doctors.(Part-1)

**DD-3:** IT related courses.

**DD-4:**English Communication, Gain optimum efficiency of a power plant, Primary Energy & Power Development Plan, Leadership, Civil Engineering & Architecture, Risk and Dispute analysis, Inquiry Officers & Prosecutors , Office Administration, Security Guard, Driving Risks, Customer Service.

## Training Course on Information Technology (IT)

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	To
<b>July-2023</b>						
1	IT -07	Basic Idea on Computer Hardware and Application Software, Hardware & Software Installation & Troubleshooting.	10	UDA/LDA/AA/SAA /JAA and Staff work as Computer Operator	11.07.2023	20.07.2023
2	IT -04	Training on E-Filing, D-nothi, File Management as per Secretariat Instruction-2014 & ERP (HR & Finance Module) Software for Development of Work Procedure & Services.	10	Officers of BPDB	23.07.2023	01.08.2023
<b>August -2023</b>						
3	IT -03	Training on Fixed Asset and Store management Software, Audit Management & Monitoring System 2.0 (AMMS-2.0) Software & ERP (Finance Module) software.	10	UDA/LDA/AA/SAA /JAA/Storekeeper	07.08.2023	17.08.2023
4	IT -08	Training on AutoCAD 2D for designing and Drafting, 3D modeling in SketchUp and Creating 3D Renderings in V-ray.	10	Engineers of BPDB	20.08.2023	29.08.2023
<b>September-2023</b>						
5	IT -05	Digital Office Solution: Use of mail in Office., Office work with Google docs, Slide, Sheets, Data Collection with Google forms, Worksheet data analysis, salary sheet using advance formula in MS Excel, Presenting Slides with text, images, graphs, video, and animation using MS Power Point).	11	UDA/LDA/AA/SAA /JAA and Staffs work as Computer Operator	04.09.2023	14.09.2023
6	IT -12	Ethical hacking & cyber security in power sector, Policy and Operational Perspective.	07	Engineers of BPDB	19.09.2023	25.09.2023
<b>October-2023</b>						
7	IT -03	Training on Fixed Asset and Store management Software, Audit Management & Monitoring System 2.0 (AMMS-2.0) Software.	07	Officers of BPDB	03.10.2023	09.10.2023
8	IT -02	Training on Internet Security, Cyber security, Cloud Storage System (Google Drive, Drop box) and Meeting/Training with Google meet & Zoom.	10	UDA/LDA/AA/SAA /JAA and Staffs work as Computer Operator	16.10.2023	26.10.2023

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	To
<b>November-2023</b>						
9	IT -04	Training on E-Filing, D-nothi, File Management as per Secretariat Instruction-2014 & ERP (HR Module) Software for Development of Work Procedure & Services.	10	UDA/LDA/AA/SAA /JAA and Staffs work as Computer Operator	31.10.2023	09.11.2023
10	IT-09	Smart Grid and GIS Mapping.	10	Engineers of BPDB	19.11.2023	28.11.2023
<b>December-2023</b>						
11	IT -03	Training on Fixed Asset and Store management Software, Audit Management & Monitoring System 2.0 (AMMS-2.0) Software & ERP (Finance Module) software.	10	UDA/LDA/AA/SAA /JAA/Storekeeper	03.12.2023	12.12.2023
12	IT -13	Distribution System Analysis using different software packages (ETAP, CYME, WASP, PSIM).	04	Engineers of BPDB	18.12.2023	21.12.2023
<b>January-2024</b>						
13	IT -04	Training on E-Filing, D-nothi, File Management as per Secretariat Instruction-2014 & ERP (HR Module) Software for Development of Work Procedure & Services.	10	UDA/LDA/AA/SA A/JAA and Staffs work as Computer Operator	02.01.2024	11.01.2024
14	IT -06	Electronic Government Procurement (e-GP), APA and Delegation of Financial Power-2018.	10	Engineers of BPDB	15.01.2024	24.01.2024
<b>February-2024</b>						
15	IT -05	Digital Office Solution: Use of mail in Office., Office work with Google docs, Slide, Sheets, Data Collection with Google forms, Worksheet data analysis, salary sheet using advance formulas in MS Excel, Presenting Slides with text, images, graphs, video, and animation using MS Power Point).	11	UDA/LDA/AA/SA A/JAA and Staffs work as Computer Operator	06.02.2024	15.02.2024
<b>March -2024</b>						
16	IT -14	Introduction to Database and SQL Fundamentals, Operating System and Command & Shell Script based Operation.	10	Engineers of BPDB	03.03.2024	12.03.2024
<b>April-2024</b>						
17	IT -02	Training on Internet Security, Cyber security, Cloud Storage System (Google Drive, Drop box) and Meeting/Training with Google meet & Zoom.	10	UDA/LDA/AA/SA A/JAA and Staffs work as Computer Operator	21.04.2024	30.04.2024

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	To
<b>May-2024</b>						
18	IT-06	Electronic Government Procurement (e-GP), APA and Delegation of Financial Power-2018.	10	Officers of BPDB	07.05.2024	16.05.2024
<b>June-2024</b>						
19	IT-01	Training on Microsoft Office 2010 (Word, Excel & Powerpoint), Internet Security, Cyber security, Cloud Storage System (Google Drive, Drop box) and Meeting/Training with Google meet & Zoom.	10	School Teachers of BPDB	02.06.2024	11.06.2024

# Engineering Academy BPDB, Kaptai, Rangamati



# **Engineering Academy**

## **BPDB, Kaptai, Rangamati**

Engineering Academy Kaptai was established in 1964 by the then East Pakistan Water & Power Development Authority. The main objective of the Academy is to conduct training for creating skilled manpower in Water & Power Development Board. Training is conducted in 2:1 ratio in respect of Power & Water Development Board since WAPDA is divided into two organizations as BPDB & BWDB. But the Administration of the Academy is controlled by BPDB.

It is located at Kaptai, a place of natural beauty of hills and lakes which is free from pollution. It's under the hilly district Rangamati. The Academy is 64 km away from Chittagong city.



**Academy Building of Engineering Academy, BPDB, Kaptai, Rangamati**

**Annual Training Schedule for 2023-24**  
**Engineering Academy, BPDB**  
**Kaptai, Rangamati**

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	From
<b>July-2023</b>						
1	T-38	Occupational Health, Safety Environment and First Aid	8	Officers of BPDB	08.07.2023	16.07.2023
2	MA-01	BPDB Employees Service Rules, Labour Law and Industrial Relationship	8	Officers of BPDB	11.07.2023	20.07.2023
3	MA-08	Grievance Redress System (GRS), Citizen Charter and Promises to Provide Related Services	8	Officers of BPDB	18.07.2023	27.07.2023
4	MA-10	Inquiry Procedure & Report Writing, Punishment and Appeal According to the Service Rules of BPDB	6	Officers of BPDB	24.07.2023	31.07.2023
<b>August-2023</b>						
5	MA-07	National Integrity Strategy (NIS), Anti-Corruption, Etiquette & Manner, Professional Ethics & Organizational Behavior	8	Officers of BPDB	01.08.2023	09.08.2023
6	MA-17	Development of Effective Negotiation through English Communication.	8	Officers of BPDB	05.08.2023	14.08.2023
7	MA-22	Stores Purchase and Online Store Management	8	Officers of BPDB	16.08.2023	24.08.2023
8	T-35	Preparation of Tender Document (Local, International, EOI & RFP), Contract Document	8	Officers of BPDB	21.08.2023	29.08.2023
<b>September 2023</b>						
9	MA-09	Improving the Quality of Service and Skills of the Employees through Implementation of IMS in BPDB	8	Officers of BPDB	02.09.2023	11.09.2023
10	MA-13	Leadership, good governance and Vision 2041.	8	AE/Equivalent and Above	04.09.2023	13.09.2023
11	E-07	Renewable Energy, Net Metering and Green House Effect in Bangladesh & Global Aspect	8	Technical Officers	16.09.2023	24.09.2023
12	MA-02	Office Administration, Personnel Management and File Management as per Secretariat Instruction 2014	8	Officers of BPDB	18.09.2023	26.09.2023

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	From
<b>October-2023</b>						
13	IT-11	ERP (Enterprise Resource Planning) and Salary Automation through ERP, e-filing and APA.	8	Officers of BPDB	01.10.2023	09.10.2023
14	MA-23	Sustainable Development and Green Environment	8		03.10.2023	11.10.2023
15	MA-01	BPDB Employees Service Rules, Labour Law and Industrial Relationship	8	Officers of BPDB	14.10.2023	22.10.2023
16	MA-07	National Integrity Strategy (NIS), Anti-Corruption, Etiquette & Manner, Professional Ethics & Organizational Behavior	8	Officers of BPDB	17.10.2023	26.10.2023
<b>November-2023</b>						
17	MA-26	International Procurement and Supply Chain Management	8	AE/Equivalent and above	01.11.2023	09.11.2023
18	IT-05	Digital Office Solution: Use of mail in Office., Office work with Google docs, Slide, Sheets, Data Collection with Google forms, Worksheet data analysis, salary sheet using advance formula in MS Excel, Presenting Slides with text, images, graphs, video, and animation using MS Power Point).	8	Officers of BPDB	04.11.2023	12.11.2023
19	MA-25	The role of power sector in Sustainable and Environment friendly Development: Bangladesh Perspective	8	Officers of BPDB	14.11.2023	22.11.2023
20	MA-17	Development of Effective Negotiation through English Communication.	8	Officers of BPDB	19.11.2023	27.11.2027
<b>December-2023</b>						
21	MA-03	National Integrity Strategy (NIS), Anti-Corruption, Etiquette & Manner, Professional Ethics & Organizational Behavior	8	Officers of BPDB	03.12.2023	11.12.2023
22	MA-24	Environmental Management System: Global aspect and ISO Standard	8	Officers of BPDB	05.12.2023	13.12.2023
23	MA-07	Training for BPDB Doctors for Professional Knowledge & Skill Development (Part-3)	7	Medicla Officers of BPDB	17.12.2023	23.12.2023
24	T-33	Enhancing Academic and Professional Development for School Teachers	8	Head Master, Asst. Head Master & Asst. Teacher	19.12.2023	28.12.2023



SI. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	From
<b>January-2024</b>						
25	MA-10	Inquiry Procedure & Report Writing, Punishment and Appeal According to the Service Rules of BPDB	8	Officers of BPDB	02.01.2024	10.01.2024
26	MA-26	International Procurement and Supply Chain Management	8	AE/Equivalent and above	06.01.2024	14.01.2024
27	MA-13	Leadership, good governance and Vision 2041.	6	XEN, DD and Above (From BPDB & BWBD)	16.01.2024	21.01.2024
28	MA-12	Next Generation Information and Knowledge Dissemination to Realize the Agenda 2030 for Sustainable Development	8	AE/Equivalent and above	20.01.2024	28.01.2024
29	MA-16	Strategies for implementing spirit of Liberation War and Life and Philosophy of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman.	5	Officers of BPDB	24.01.2024	29.01.2024
<b>February-2024</b>						
30	MA-21	Stores Management, Inventory System, Customs Assessment, Goods Delivery Procedure, CD VAT, Tax & AIT	8	AE to XEN or Equivalent	01.02.2024	10.02.2024
31	MA-19	Awareness Creation for some common diseases	8	Officers of BPDB	03.02.2024	11.02.2024
32	MA-04	Strategic Human Resource Management and Office Administration for Senior Officers	5	SE equivalent and above (From BPDB & BWBD)	12.02.2024	17.04.2023
33	T-27	Tariff Rule, COP and Electricity Act 2018 and Rules 2020	8	Technical Officers	19.02.2024	29.03.2024
<b>March-2024</b>						
34	MA-07	National Integrity Strategy (NIS), Anti-Corruption, Etiquette & Manner, Professional Ethics & Organizational Behavior	8	Officers of BPDB	02.03.2024	10.03.2024
35	MA-18	Training of Trainers (TOT)	8	1 <sup>st</sup> class Officer (From BPDB & BWBD)	05.03.2024	13.03.2024
36	MA-22	Stores Purchase and Online Store Management	8	Officers of BPDB	18.03.2024	27.03.2024
37	MA-02	Office Administration, Personnel Management and File Management as per Secretariat Instruction 2014	8	Officers of BPDB	23.03.2024	31.03.2024

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	From
<b>April-2024</b>						
38	MA-04	Strategic Human Resource Management and Office Administration for Senior Officers.	5	XEN/Equivalent and above	01.04.2024	06.04.2024
39	T-09	Operational Procedure (Cold Startup, Semi-hot and Hot Startup) and Problem Diagnose procedure of Steam Turbine Power Plant.	10	Shift Engineer/ Shift Supervisor	16.04.2024	27.04.2024
40	MA-08	Grievance Redress System (GRS), Citizen Charter and Promises to Provide Related Services	8	Officers of BPDB	21.04.2024	30.04.2024
<b>May-2024</b>						
41	T-38	Occupational Health, Safety Environment and First Aid	8	Officers of BPDB	02.05.2024	11.05.2024
42	MA-24	Environmental Management System: Global aspect and ISO Standard	8	Officers of BPDB	05.05.2024	13.05.2024
43	MA-02	Office Administration, Personnel Management and File Management as per Secretariat Instruction 2014	8	Officers of BPDB	15.05.2024	23.05.2024
44	MA-06	Customer Service Excellence & Office Etiquette	8	Officers of BPDB (Distribution)	21.05.2024	29.05.2024
<b>June-2024</b>						
45	MA-19	Awareness Creation for some common diseases	8	Technical Officer	01.06.2024	09.06.2024
46	MA-23	Sustainable Development and Green Environment	8	Officers of BPDB	02.06.2024	10.06.2024
47	IT-05	Digital Office Solution: Use of mail in Office., Office work with Google docs, Slide, Sheets, Data Collection with Google forms, Worksheet data analysis, salary sheet using advance formula in MS Excel, Presenting Slides with text, images, graphs, video, and animation using MS Power Point).	4	Officers of BPDB	11.06.2024	15.06.2024

**Number of Targeted "On the Job Training (OJT)" for 2023-24: 30**

**Annual Training Program for 2023-24 (BWDB)**  
**Engineering Academy, BPDB**  
**Kaptai, Rangamati**

Sl. No.	Course Name	Duration (Day)	Target group (25 Persons)	Training Period	
				From	To
01	D-Nothi, File Management, Secretariat Instruction 2014, Office Administration	7	Officers of BWDB	25.07.2023	02.08.2023
02	APA, NIS, GRS, Citizen Charter, Right to Info. & e-Governance and Innovation	7	Officers of BWDB	06.08.2023	13.08.2023
03	Communicative English & Developing Effective Communicative Skills	7	Officers of BWDB	20.08.2023	27.08.2023
04	Foundation Training of AE	21	Newly Recruited AE of BWDB	30.08.2023	21.09.2023
05	Design, Implementation, Monitoring of BWDB Projects	7	Officers of BWDB	25.09.2023	02.10.2023
06	Foundation Training of FAA Officers	15	Newly Recruited FAA Officers of BWDB	04.10.2023	19.10.2023
07	Participatory O&M of BWDB Completed Projects	8	SDE, AE & SAE of BWDB	21.10.2023	30.10.2023
08	Financial Management	8	SDE, AE & SAE of BWDB	05.11.2023	13.11.2023
09	Project Management (Preparation, Formulation of Project Including all aspects of DPP)	8	Officers of BWDB	20.11.2023	28.11.2023
10	Construction Management with Quality Assurance	8	SDE, AE & SAE of BWDB	06.12.2023	14.12.2023
11	Communicative English & Developing Effective Communicative Skills	6	Officers of BWDB	18.12.2023	24.12.2023
12	Land Related, Legal Matters & Survey	8	Officers of BPDB	27.12.2023	04.01.2024
13	Disaster Management, Participatory Water Management & Climate Change	6	Officers of BWDB	07.01.2024	13.01.2024
14	Leadership, Good Governance and SDG	6	XEN, DD and Above (From BPDB & BWDB) (12 Persons)	16.01.2024	21.01.2024
15	Foundation Training of Multi Disciplinary Officer	15	Newly Recruited Officers of BWDB	23.01.2024	10.02.2024

Sl. No.	Course Name	Duration (Day)	Target group (25 Persons)	Training Period	
				From	To
16	Strategic Human Resource Management and Office Administration for Senior Officers	5	SE equivalent and Above (From BPDB & BWDB) (12 Persons)	12.02.2024	17.02.2024
17	iBAS++	7	Officers of BWDB	25.02.2024	03.03.2024
18	Training of Training (TOT)	8	1 <sup>st</sup> Class Officer (From BPDB & BWDB) (12 Persons)	05.03.2024	13.03.2024
19	Construction Management with Quality Assurance	8	SDE, AE & SAE of BWDB	20.03.2024	28.03.2024
20	Office Administration, Disciplinary & Legal Matters	7	Officers of BWDB	22.04.2024	29.04.2024
21	D-Nothi, File Management, Secretariat Instruction 2014, Office Administration	8	Officers of BWDB	06.05.2024	14.05.2024
22	APA, NIS, GRS, Citizen Charter, Right to Info. & e-Governance and Innovation	8	Officers of BWDB	19.05.2024	27.05.2024
23	Leadership, Good Governance, SDG & 4th Industrial Revoulation	8	Officers of BWDB	03.06.2024	11.06.2024

**Number of Targeted "On the Job Training (OJT)" for 2023-24: 15**

**Note :**

1. Foundation Training Course (if needed) will be implemented on priority basis and during the period schedule courses will be discarded.
2. Training schedule will be finalized by the Executive Committee of Engineering Academy.

# Training Academy BPDB, Cox's Bazar



# **Training Academy BPDB, Cox's Bazar**

Cox's Bazar Training Academy has been established under the Bangladesh Power Development Board in 2014. It is situated at Jhilanja, about 4 kilometers from Cox's Bazar sea beach, the longest natural sea beach in the world.

The main objective of the Training Academy is to impart training with a view to improve the professional skill of the BPDB's Personnel and to make them able to carry out their relevant functions effectively and efficiently. Training here is also enjoyable because of the location of the Academy and the vast natural beauty of the surroundings.



Officers and staff of Cox's Bazar Training Academy, BPDB, Cox's Bazar.

**Annual Training Schedule for 2023-24**  
**Cox's Bazar Training Academy**  
**BPDB, Cox's Bazar**

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	From
<b>July-2023</b>						
1	MA-07	National Integrity Strategy (NIS), Anti-corruption, Etiquette & Manner, Professional Ethics and Organizational Behavior	08	Staff of BPDB	12.07. 2023	19.07. 2023
2	T-39	Security of KPI, Firefighting and safety procedure.	08	Office Attendant/Security Guard & Technical Staff of BPDB	13.07. 2023	20.07. 2023
3	T-33	Enhancing academic & professional development for school teachers.	08	BPDB'S School Teacher	22.07.2023	29.07.2023
4	MA-10	Inquiry Procedure & Report Writing, Punishment and Appeal According to the Service Rules of BPDB.	08	Officers of BPDB	23.07.2023	30.07.2023
<b>August-2023</b>						
5	F-03	Accounts, Audit & Financial Activities of BPDB.	08	UDA/SAA/STENO /AA /LDA cum comp. opera. /JAA/ store keeper	01.08.2023	08.08.2023
6	T-24	Occupational Health, Safety Environment and First Aid.	03	Only Female Officers of BPDB	05.08.2023	07.08.2023
7	MA-07	National Integrity Strategy (NIS), Anti-corruption, Etiquette & Manner, Professional Ethics and Organizational Behavior.	08	Staff of BPDB	10.08.2023	17.08.2023
8	T-26	Energy Meter Connection, Installation, Testing and Prepayment Meter Connection, Configure & Vending system in BPDB and Customer Service Excellence.	08	XEN/SDE/AE/SAE	09.08.2023	16.08.2023
9	IT-01	Training on Microsoft Office 2010 (Word, Excel & Powerpoint), Internet Security, Cyber security, Cloud Storage System (Google Drive, Drop box) and Meeting/Training with Google meet & Zoom.	08	Staff of BPDB	19.08. 2023	26.08.2023
10	IT-04	Training on E-Filing, D-nothi, File Management as per Secretariat Instruction-2014 & ERP (HR & Finance Module) Software for Development of Work Procedure & Services.	08	Officer of BPDB	20.08.2023	27.08.2023

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	From
<b>September 2023</b>						
11	F-04	Auditing and Settlement of Audit Objections	08	Officers of BPDB	02.09.2023	09.09.2023
12	T-46	Operation and Schedule Maintenance (1K, 2K, 3K, 4K, etc.) of HFO and HSD Engine based power plants	08	Related Technical Staff	03.09.2023	10.09.2023
13	IT -07	Basic Idea on Computer Hardware and Application Software, Hardware & Software Installation & Troubleshooting.	08	Officers of BPDB	12.09.2023	19.09.2023
14	T-26	Energy Meter Connection, Installation, Testing and Prepayment Meter Connection, Configure & Vending system in BPDB and Customer Service Excellence.	08	Related Technical Staff	13.09.2023	20.09.2023
15	F-03	Accounts, Audit & Financial Activities of BPDB.	08	UDA/SAA/STENO /AA /LDA cum comp. opera. /JAA/ store keeper	21.09.2023	28.09.2023
16	T-38	Occupational Health, Safety Environment and First Aid	08	Staff of BPDB	23.09.2023	30.09.2023
<b>October-2023</b>						
17	T-10	Operational Procedure (Cold Startup, Semi-hot and Hot Startup) and Problem Diagnose procedure of Steam Turbine Power Plant.	08	Power Plant Engineers (SAE, AE, SDE & XEN)	01.10. 2023	08.10. 2023
18	T-24	Operation and Maintenance of Power & Distribution Transformer and 33/11 KV Substation.	08	Related Technical Staff	03.10.2023	10.10.2023
19	IT-06	Electronic Government Procurement (e-GP), APA & Delegation Final Power.		Officers of BPDB	11.10.2023	18.10.2023
20	IT-04	Training on E-Filing, D-nothi, File Management as per Secretariat Instruction-2014 & ERP (HR & Finance Module) Software for Development of Work Procedure & Services.	08	UDA/SAA/STENO /AA/LDA/JAA/Computer Operator & Equivalent.	12.10. 2023	19.10. 2023
21	IT-01	Training on Microsoft Office 2010 (Word, Excel & Powerpoint), Internet Security, Cyber security, Cloud Storage System (Google Drive, Drop box) and Meeting/Training with Google meet & Zoom.	08	Staff of BPDB	21.10. 2023	28.10. 2023



Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	From
22	T-39	Security of KPI, Firefighting and safety procedure	08	Office Attendant/Driver/ Security Related Staff	22.10.2023	29.10.2023
<b>November-2023</b>						
23	T-38	Occupational Health, Safety Environment and First Aid	08	XEN/SDE/AE/SAE	01.11.2023	08.11.2023
24	MA-01	BPDB Employee Service Rules, Labor Law and Industrial Relationship	08	Staff of BPDB	02.11.2023	09.11.2023
25	MA-21	Stores Management, Inventory System, Customs Assessment, Goods Delivery Procedure, CD VAT, Tax & AIT	08	Officers of BPDB	11.11.2023	18.11.2023
26	MA-07	National Integrity Strategy (NIS), Anti-Corruption, Etiquette & Manner, Professional Ethics and Organizational Behavior.	08	Office Attendant/Driver/ Security Guard	12.11.2023	19.11.2023
27	T-14	Operation of Combined Cycle Power Plant, Preparation and Startup Procedure of Auxiliaries	08	Related Technical Staff	21.11.2023	28.11.2023
28	T-26	Energy Meter Connection, Installation, Testing and Prepayment Meter Connection, Configure & Vending system in BPDB and Customer Service Excellence.	08	Related Technical Staff	22.11.2023	29.11.2023
<b>December-2023</b>						
29	T-03	Operation & Daily/Routine Maintenance of Gas Turbine Power Plant.	08	XEN/SDE/AE/SAE	02.12.2023	09.12.2023
30	IT-01	Training on Microsoft Office 2010 (Word, Excel & Powerpoint), Internet Security, Cyber security, Cloud Storage System (Google Drive, Drop box) and Meeting/Training with Google meet & Zoom.	08	Staff of BPDB	03.12.2023	10.12.2023
31	T-24	Operation and Maintenance of Power & Distribution Transformer and 33/11 KV Substation.	08	XEN/SDE/AE/SAE	12.12.2023	19.12.2023
32	MA-01	BPDB Employee Service Rules, Labor Law and Industrial Relationship.	08	Staff of BPDB	13.12.2023	20.12.2023

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	From
33	IT-10	Training on Digital Platform (E-Payment System, Prepayment Metering System, Smart Metering, Snapshot Meter Reading System, Online Store Management) in BPDB.	08	Officers of BPDB	21.12.2023	28.12.2023
34	T-25	Operation and Maintenance of 33 KV, 11 KV and 0.4 KV Distribution Line, Reduction of System Loss, right of way and Public Motivation.	08	Related Technical Staff of BPDB	23.12.2023	30.12.2023
<b>January-2024</b>						
35	E-07	Renewable Energy, Waste Energy, Net Metering and Green House Effect in Bangladesh in Global Aspect.	08	XEN/SDE/AE/SAE	01.01.2024	08.01.2024
36	IT -02	Training on Internet Security, Cyber security, Cloud Storage System (Google Drive, Drop box) and Meeting/Training with Google meet & Zoom.	08	Staff of BPDB	02.01.2024	09.01.2024
37	T-26	Energy Meter Connection, Installation, Testing and Prepayment Meter Connection, Configure & Vending system in BPDB and Customer Service Excellence.	08	Officers of BPDB	10.01.2024	17.01.2024
38	IT-01	Training on Microsoft Office 2010 (Word, Excel & Powerpoint), Internet Security, Cyber security, Cloud Storage System (Google Drive, Drop box) and Meeting/Training with Google meet & Zoom.	08	UDA/SAA/STENO /AA/LDA/JAA/ Computer Operator & Equivalent.	11.01.2024	18.01.2024
39	T-16	Modern Coal Power Technology and Coal Procurement Process.	10	Technical Officer	20.01.2024	29.01.2024
40	T-36	PPR-2008, PPA-2006, Preparation of Tender Document & Public Procurement Guidelines.	08	Officers of BPDB	21.01.2024	28.01.2024
<b>February-2024</b>						
41	MA-21	Stores Management, Inventory System, Customs Assessment, Goods Delivery Procedure, CD VAT, Tax & AIT.	08	XEN/SDE/AE/SAE	01.02.2024	08.02.2024
42	T-51	Operation and maintenance of Water Treatment Plant.	08	Related Technical staff of BPDB	03.02.2024	10.02.2024
43	E-02	Relay & Protection, Fault Level Calculation, Setting, Coordination and DCS.	08	Officers of BPDB	10.02.2024	17.02.2024

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	From
44	T-38	Occupational Health, Safety Environment and First Aid	08	Staff of BPDB	12.02.2024	19.02.2024
45	T-33	Enhancing Academic and Professional Development for School Teachers	08	BPDB's School Teacher	20.02.2024	27.02.2024
46	T-24	Operation and Maintenance of Power & Distribution Transformer and 33/11 KV Substation	08	Related Technical staff of BPDB	21.02.2024	28.02.2024
<b>March-2024</b>						
47	T-36	PPR-2008, PPA-2006, Preparation of Tender Document & Public Procurement Guidelines.	08	XEN/SDE/AE/SAE	02.03.2024	09.03.2024
48	T-46	Operation and Schedule Maintenance (1K, 2K, 3K, 4K, etc.) of HFO and HSD Engine based power plants	08	Related Technical Staff of BPDB	03.03.2024	10.03.2024
49	IT-04	Training on E-Filing, D-nothi, File Management as per Secretariat Instruction-2014 & ERP (HR & Finance Module) Software for Development of Work Procedure & Services.	08	Officers of BPDB	11.03.2024	18.03.2024
50	T-25	Operation and Maintenance of 33 KV, 11 KV and 0.4 KV Distribution Line, Reduction of System Loss, right of way and Public Motivation.	08	Staff of BPDB	12.03.2024	19.03.2024
51	MA-01	BPDB Employee Service Rules, Labor Law and Industrial Relationship.	08	UDA/AA/SAA/JA A/LDA/Steno/ Computer Operator	20.03.2024	27.03.2024
52	E-02	Relay & Protection, Fault Level Calculation, Setting, Coordination and DCS.	08	Officers of BPDB	21.03.2024	28.03.2024
53	T-39	Security of KPI, Firefighting and safety procedure	08	Office Attendant/ Driver, Security Guard & Technical Staff.	30.03.2024	06.04.2024
<b>April-2024</b>						
54	T-04	Preparation and Operational Procedure of Gas Turbine auxiliaries.	08	Related Technical Staff of BPDB	15.04.2024	22.04.2024
55	E-07	Renewable Energy, Waste Energy, Net Metering and Green House Effect in Bangladesh in Global Aspect.	08	XEN/SDE/AE/SAE	16.04. 2024	23.04. 2024

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	From
56	T-04	Preparation and Operational Procedure of Gas Turbine auxiliaries.	08	Related Technical Staff of BPDB	23.04.2024	30.04.2024
57	T-27	Tariff Rule, COP and Electricity Act 2018 and Rules 2020.	05	Officers of BPDB	25.04.2024	30.04.2024
<b>May-2024</b>						
58	F-02	Accounts and Financial Management	08	Officers of BPDB	02.05.2024	09.05.2024
59	E-06	Smart Pre-Payment Metering, Computerized Billing System and Customer Service Excellence	08	Related Technical Staff	04.05.2024	11.05.2024
60	T-06	Preparation Works for GBC and Auxiliary Equipment Startup for Gas Turbine.	08	XEN/SDE/AE/SAE	11.05.2024	18.05.2024
61	T-39	Security of KPI, Firefighting and safety procedure	08	Office Attendant/ Driver, Security Guard & Technical Staff.	13.05.2024	20.05.2024
62	MA-15	Bangabandhu as a visionary and charismatic leader and his roles for the independence of Bangladesh	06	Officers of BPDB	21.05.2024	26.05.2024
63	MA-07	National Integrity Strategy (NIS), Anti-corruption, Etiquette & Manner, Professional Ethics and Organizational Behavior	08	Related Technical staff of BPDB	23.05.2024	30.05.2024
<b>June-2024</b>						
64	MA-01	BPDB Employee Service Rules, Labor Law and Industrial Relationship.	08	UDA/SAA/Steno/L DA/AA/JAA/ Comp. Operator	01.06.2024	08.06.2024
65	T-51	Operation and maintenance of Water Treatment Plant.	08	Technical staff of BPDB	02.06.2024	09.06.2024
66	IT-06	Electronic Government Procurement (e-GP), APA & Delegation Final Power.	08	Officers of BPDB	20.06.2024	27.06.2024
67	T-24	Operation and Maintenance of Power & Distribution Transformer and 33/11 KV Substation.	08	Related Technical staff of BPDB	22.06.2024	29.06.2024

**Number of Targeted “On the Job Training (OJT)” for 2023-24: 25**

# Chattogram Training Center BPDB, Chattogram



# Chattogram Training Center

## BPDB, Chattogram

Training Academy, BPDB,Chittagong was established in 1976, launching it's first official activities as RTC, Ctg. at Rahmatgonj, M.M. Ali Road and last of all at biddyutbhaban, Chattogram. In December, 2014 it has started it's operation as the Directorate of Chittagong Training Center.

Training Academy, BPDB, Chittagong, being situated at the confluence of hills and seas in the port city Chattogram, the commercial capital of Bangladesh carries an utmost importance for it's geographical location.

The main objective of this Training Center is to conduct different training courses for both technical and non-technical officers and staffs for continuous development of manpower of Bangladesh Power Development Board. Focusing the objectives of Sustainable Development Goal (SDG) of 2030, this Training Center will be well equipped for super critical and ultra super critical thermal power plant and so the installation of a power plant simulator is under it's planning. So, in near future Training Academy, BPDB, Chittagong will be the most modern Training Center for Mega Power Plants of Bangladesh.

Moreover, to meet the demand of skilled manpower in distribution zones various distribution field related courses are conducted here. In order to fill the gap of skilled manpower in the power sector Regular Electrical Trade Courses are also being introduced in this training Center on regular basis.

Training Academy, BPDB, Chittagong has been shifted to Khulshi at it's own premises, a healthy and pollution free environment in 2005 near Foy's Lake which is rich in fascinating lakes, hillocks and beautiful natural sceneries.



Officers and Staff of Training Academy, BPDB, Chattogram with honorable GM Training, Gobinda Chandra Laha.

**Annual Training Schedule for 2023-24**  
**Chattogram Training Center, BPDB, Chattogram**

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	From
<b>July-2023</b>						
1.	MA-19	Awareness Creation for Some Common Diseases	09	Officers of BPDB	02.07.2023	10.07.2023
2.	T-29	Training for Switch Board Attendant (SBA)	09	SBA/CA (Distribution)	03.07.2023	11.07.2023
3.	T-26	Energy Meter Connection, Installation, Testing and Prepayment Meter Connection, Configure & Vending system in BPDB and Customer Service Excellence.	09	Technical Staff (Distribution)	12.07.2023	20.07.2023
4.	MA-01	BPDB Employees' Service Rules, Labour Law and Industrial Relationship	10	All Staff	16.07.2023	25.07.2023
5.	MA-05	Annual Performance Agreement (APA) and National Integrity Strategy (NIS)	02	Officers of BPDB	30.07.2023	31.07.2023
<b>August-2023</b>						
6.	T-36	PPR-2008, PPA-2006, Preparation of Tender Document & Public Procurement Guidelines.	10	XEN/SDE/AE /SAE	01.08.2023	10.08.2023
7.	T-40	Training for Medical Staff of BPDB	08	BPDB Medical Staff	02.08.2023	09.08.2023
8.	F-04	Auditing and Settlement of Audit Objections	10	XEN/SDE/AE/DD(Acctounts)/AD(Acctounts)	13.08.2023	22.08.2023
9.	E-12	GIS Mapping and it's application in BPDB.	10	XEN/SDE/AE /SAE	14.08.2023	23.08.2023
10.	T-39	Security of KPI, Firefighting and Safety Procedure	08	Security Guard/Staff	24.08.2023	31.08.2023
<b>September 2023</b>						
11.	E-02	Relay & Protection, Fault Level Calculation, Setting, Coordination and DCS.	10	Technical Officers of BPDB	03.09.2023	12.09.2023
12.	T-27	Tariff Rule, COP and Electricity Act 2018 and Rules 2020	10	Staff (Distribution)	04.09.2023	13.09.2023
13.	MA-02	Office Administration, Personnel Management and File Management as per Secretariat Instruction 2014	10	Officers of BPDB	11.09.2023	20.09.2023
14.	T-14	Operation of Combined Cycle Power Plant, Preparation and Startup Procedure of Auxiliaries.	08	Technical Staff (P/S)	14.09.2023	21.09.2023
15.	MA-08	Grievance Redress System (GRS), Citizen Charter and Promises to Provide Related Services	05	Staff	23.09.2023	27.09.2023

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	From
<b>October-2023</b>						
16.	E-07	Renewable Energy, Net Metering and Green House Effect in Bangladesh in Global Aspect.	10	XEN/SDE/AE /SAE	01.10.2023	10.10.2023
17.	MA-01	BPDB Employees' Service Rules, Labour Law and Industrial Relationship	10	All Staff	02.10.2023	11.10.2023
18.	T-24	Operation and Maintenance of Power & Distribution Transformer and 33/11 KV Substation	08	Technical Staff	12.10.2023	19.10.2023
19.	E-06	Smart Pre-Payment Metering, Computerized Billing System and Customer Service Excellence	10	Technical Staff (Distribution)	22.10.2023	30.10.2023
20.	T-03	Operation & Daily/Routine Maintenance of Gas Turbine Power Plant.	09	Technical Staff (P/S)	23.10.2023	31.10.2023
<b>November-2023</b>						
21.	E-05	Smart Grid, SCADA, Sub-Station Automation System (SAS), GIS Mapping`.	09	Technical Officers	01.11.2023	09.11.2023
22.	MA-03	Office Administration & Record Keeping	10	AA/UDA/SA A/Steno/LDA /JAA/Equivalent	02.11.2023	11.11.2023
23.	T-25	Operation and Maintenance of 33KV, 11KV and 0.4KV Distribution Line, Reduction of System Loss, Right of Way and Public Motivation	09	Staff	12.11.2023	20.11.2023
24.	T-29	Training for Switch Board Attendant (SBA)	09	SBA/CA (Distribution)	13.11.2023	21.11.2023
25.	IT-10	Training on Digital Platform (E-Payment System, Prepayment Metering System, Smart Metering, Snapshot Meter Reading System, Online Store Management) in BPDB	09	Officers of BPDB	22.11.2023	30.11.2023
<b>December-2023</b>						
26.	T-19	Basic and brief introduction, Analysis and Troubleshooting of Different Distributed Control System (DCS) and Programmable Logic Controllers (PLC).	10	XEN/SDE/AE /SAE	03.12.2023	12.12.2023
27.	T-39	Security of KPI, Firefighting and Safety Procedure	10	Security Guard/Staff	04.12.2023	13.12.2023
28.	MA-13	Leadership, good governance and Vision 2041.	08	Officers of BPDB	14.12.2023	21.12.2023
29.	T-42	Driving Risk Awareness, Vehicle Act, Road Safety & Traffic Management	09	Driver of BPDB	20.12.2023	28.12.2023



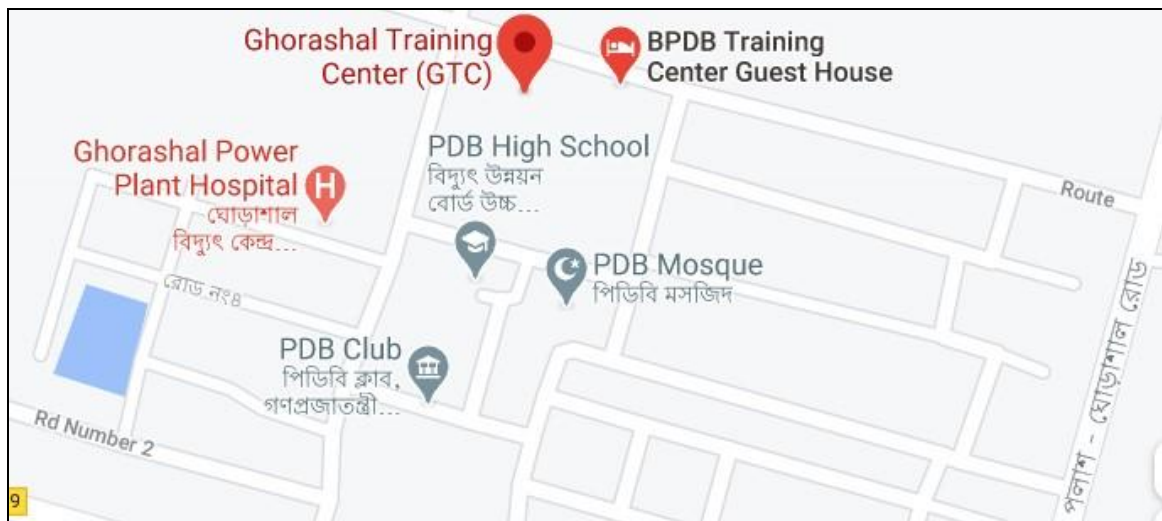
Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	From
<b>January-2024</b>						
30.	E-01	Relay & Protection, Fault Level Calculation, Setting, Coordination.	10	XEN/SDE/AE /SAE	01.01.2024	10.01.2024
31.	T-26	Energy Meter Connection, Installation, Testing and Prepayment Meter Connection, Configure & Vending system in BPDB and Customer Service Excellence.	10	Technical Staff (Distribution)	02.01.2024	11.01.2024
32.	MA-10	Inquiry Procedure & Report Writing, Punishment and Appeal According to the Service Rules of BPDB.	08	Officers of BPDB	14.01.2024	21.01.2024
33.	T-33	Enhancing Academic and Professional Development for School Teachers	10	School Teachers of BPDB	22.01.2024	31.01.2024
<b>February-2024</b>						
34.	T-24	Operation and Maintenance of Power & Distribution Transformer and 33/11 KV Substation.	08	Technical Staff (P/S)	01.02.2024	08.02.2024
35.	T-36	PPR-2008, PPA-2006, Preparation of Tender Document & Public Procurement Guidelines	10	DD(Accounts)/ AD(Accounts)/ Accountant	03.02.2024	12.02.2024
36.	IT -04	Training on E-Filing, D-Nothi, File Management as per Secretariat Instruction-2014 & ERP (HR & Finance Module) Software for Development of Work Procedure & Services.	08	Officers of BPDB	13.02.2024	20.02.2024
37.	MA-19	Awareness Creation for Some Common Diseases	10	Staff	18.02.2024	27.02.2024
38.	MA-05	Annual Performance Agreement (APA) and National Integrity Strategy (NIS)	02	Officers of BPDB	28.02.2024	29.02.2024
<b>March-2024</b>						
39.	E-05	Smart Grid, SCADA, Sub-Station Automation System (SAS), GIS Mapping`.	10	Technical Officers	03.03.2024	12.03.2024
40.	MA-22	Stores Purchase and Online Store Management	10	Staff (Store)	04.03.2024	13.03.2024
41.	T-46	Operation and Schedule Maintenance (1K, 2K, 3K, 4K, etc.) of HFO and HSD Engine based power plants.	08	Technical Staff (P/S)	14.03.2024	21.03.2024
42.	T-48	Waste to Energy and it's Environmental Impact.	08	Technical Officers	23.03.2024	30.03.2024

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	From
43.	MA-14	Bangladesh: History, Society, Culture, Liberation War and Philosophy of Bangabandhu.	08	Staff	24.03.2024	31.03.2024
<b>April-2024</b>						
44.	T-35	Preperation of Tender Document (Local, International), Contract Document, Risk Analysis & Solutions	08	XEN/SDE/AE /SAE	01.04.2024	08.04.2024
45.	MA-03	Office Administration & Record Keeping	09	AA/UDA/SA A/LDA/JAA/ Equivalent	15.04.2024	23.04.2024
46.	T-27	Tariff Rule, COP and Electricity Act 2018 and Rules 2020.	09	Technical Staff	16.04.2024	24.04.2024
47.	MA-10	Inquiry Procedure & Report Writing, Punishment and Appeal According to the Service Rules of BPDB	09	Staff	22.04.2024	30.04.2024
48.	MA-05	Annual Performance Agreement (APA) and National Integrity Strategy (NIS)	02	Officers of BPDB	28.04.2024	29.04.2024
<b>May-2024</b>						
49.	IT -09	Smart Grid and GIS Mapping	10	XEN/SDE/AE /SAE	02.05.2024	11.05.2024
50.	E-06	Smart Pre-Payment Metering, Computerized Billing System and Customer Service Excellence	09	Technical Staff (Distribution)	04.05.2024	12.05.2024
51.	T-25	Operation and Maintenance of 33KV, 11KV and 0.4KV Distribution Line, Reduction of System Loss, Right of Way and Public Motivation	09	XEN/SDE/AE /SAE	13.05.2024	21.05.2024
52.	T-38	Occupational Health, Safety Environment and First Aid	09	Staff	14.05.2024	22.05.2024
53.	T-28	Operation & Maintenance of Power and Distribution Transformer, Protection of Transformer, Transformer Oil Specification and Testing procedure of Transformer.	08	Technical Officer	23.05.2024	30.05.2024
<b>June-2024</b>						
54.	F-04	Auditing and Settlement of Audit Objections	10	XEN/SDE/AE/ DD(Acctounts)/ AD(Acctounts)	01.06.2024	10.06.2024
55.	T-47	Optimization, Preservation and Maintenance of Boiler.	10	XEN/SDE/AE/ Chief Chemist/Chemist	02.06.2024	11.06.2024
56.	IT-04	Training on E-Filing, D-Nothi, File Management as per Secretariat Instruction-2014 & ERP (HR & Finance Module) Software for theDevelopment of Work Procedure & Services.	09	AA/UDA/SA A/Steno/LDA /JAA/ Equivalent	04.06.2024	12.06.2024

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	From
57.	MA-21	Stores Management, Inventory System, Customs Assessment, Goods Delivery Procedure, CD VAT, TAX & AIT	08	AE to XEN or Equivalent	22.06.2024	29.06.2024
58.	MA-06	Customer Service Excellence & Office Etiquette	08	Staff	23.06.2024	30.06.2024

**Target of “On the Job Training (OJT)” for the FY 2023-2024:18 nos  
Seminar on International Women’s Day**

# Ghorashal Training Center BPDB, Narsingdi



# Ghorashal Training Center

## BPDB, Narsingdi

Training Academy, BPDB, Ghorashal is the famous one among all Training Centers of BPDB which started in 1977 and located within the compound of Ghorashal power station, Palash, Narsingdi and also located nearer to Ghorashal Urea fertilizer which is the famous fertilizer in Bangladesh. It is a modern & full placed Training Center, specialized for Power generation & general affairs training programme. There are three full furnished air conditioned officer's trainee hostels with cold and hot water facilities and one staff trainee hostel.

Apart from Mechanical, Electrical, Civil & Instrument Labs there is a high capacity Power plant simulator lab. To cope up with the demand of current age different new issues like Brief history of Bangladesh, The Constitution of the People's Republic of Bangladesh. National Integrity Strategy, Professional Ethics, Anti- Corruption, ERP, e-filling etc are included in training courses. This Training center conducted training programme as industrial training of different engineering universities.

Training Academy, BPDB, Ghorashal becomes a Center of excellence for developing patriotic, competent and professional personnel of power sector. Training Academy, BPDB, Ghorashal is committed to achieve the shared vision through developing competent and professional human resources by imparting quality training and development programmes. Training Academy, BPDB, Ghorashal demonstrate patriotism and ethics in it's activities and committed to achieving a diverse and highly professional workforce at all levels of the organization and to ensuring equity and equal opportunities for all irrespective of faith, creed, ethnicity, language, age, race, gender and physical infirmity.



Officers and staff of Ghorashal Training Center, BPDB, Ghorashal

**Annual Training Schedule for 2023-24**  
**Ghorashal Training Center, BPDB, Ghorashal**

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	From
<b>July-2023</b>						
01	T-05	Schedule maintenance and spare management & Procurement planning of Gas Turbine Power Plant.	10	SE/XEN/SDE/AE	04-07-2023	13-7-2023
02	T-19	Basic and brief introduction, Analysis and Troubleshooting of Different Distributed Control System (DCS) and Programmable Logic Controllers (PLC).	10	XEN/ SDE/ AE/SAE	08-07-2023	17-07-2023
03	T-04	Preparation and Operational Procedure of Gas Turbine auxiliaries	07	Technical Staff	16-07-2023	22-07-2023
04	T-16	Modern Coal Power Technology and Coal Procurement Process.	10	Technical Officer	22-07-2023	31-07-2023
<b>August-2023</b>						
05	IT-01	Training on Microsoft Office 2010 (Word, Excel & Powerpoint), Internet Security, Cyber security, Cloud Storage System (Google Drive, Drop box) and Meeting/Training with Google meet & Zoom.	10	Technical Staff Non-Technical Staff	01-08-2023	10-08-2023
06	T-09	Preparation and Operational Procedure of Steam Turbine auxiliaries.	07	Technical Staff	05-08-2023	14-08-2023
07	T-12	Schedule maintenance, spare management and Procurement Planning of Combined Cycle Power Plant.	10	SE/XEN/ SDE/ AE	13-08-2023	22-08-2023
08	T-17	Ultra Super Critical Boiler & Coal Power Station Auxiliaries and Coal Handling Procedure.	08	Technical Staff	20-08-2023	29-08-2023
<b>September 2023</b>						
09	T-10	Operational Procedure (Cold Startup, Semi-hot and Hot Startup) and Problem Diagnose procedure of Steam Turbine Power Plant	10	Shift Engineer/ Shift Supervisor	03-09-2023	12-09-2023
10	T-51	Operation and maintenance of Water Treatment Plant.	10	Technical Officers	10-09-2023	19-9-2023
11	IT-06	Electronic Government Procurement(e-GP) APA and Delegation of Financial Power-2018 of BPDB.	10	XEN/DD/SDE/ Sr. Chemist /AE /Chemist/ SAE	17-0-/2023	26-09-2023

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	From
12	T-13	Operational Procedure of Combined Cycle Power Plant.	10	Technical Staff	18-09-2023	27-09-2022
<b>October-2023</b>						
13	T-06	Preparation Works for GBC and Auxiliary Equipment Startup for Gas Turbine.	07	Plant Operator/ Plant Attendant.	02-10-2023	08-10-2023
14	T-50	Mechanical Maintenance for Power House Auxiliaries.	08	SDE/AE/SAE (Mechanical Engineer)	03-10-2023	10-10-2023
15	T-51	Operation and maintenance of Water Treatment Plant.	10	Technical Staff	17-10- 2023	26-10-2023
16	E-03	Fuel diversification and Fuel Management system of Power Plant.	10	Officers of BPDB.	22-10-2023	31-10-2023
<b>November-2023</b>						
17	T-28	Operation & Maintenance of Power and Distribution Transformer, Protection of Transformer, Transformer Oil Specification and Testing procedure of Transformer.	06	XEN/SDE/AE/SAE	04-11-2023	09-11-2023
18	T-47	Optimization, Preservation and Schedule Maintenance of Boiler/HRSG and Boiler Auxiliaries.	10	Technical Staff	05-11-2023	14-11-2023
19	T-20	Basic and brief introduction, Analysis and Troubleshooting of Mark VI and VIe control System and Generator Excitation System inline with GT.	10	XEN/SDE/AE/SAE	07-11-2023	16-11-2023
20	T-49	Electrical Maintenance of Power House Equipment.	08	SDE/AE/SAE (Electrical Engineer)	21-11-2023	28-11-2023
<b>December-2023</b>						
21	T-14	Operation of Combined Cycle Power Plant, Preparation and Startup Procedure of Auxiliaries.	10	Plant Operator/ Plant Attendant.	02-12-2023	11-12-2023
22	T-38	Occupational health Safety Environment and first Aid.	10	Technical Staff / Non-Technical Staff	10-12-2023	19-12-2023
23	T-46	Operation and schedule maintenance (1K, 2K, 3K,4K etc.) of HFO and HSD Engine based power plants.	10	SDE/AE/SAE	12-12-2023	21-12-2023
24	T-50	Mechanical Maintenance for Power House Auxiliaries.	08	Mechanical Foreman/Fitter/ Helper	19-12-2023	28-12-2023
25	T-49	Electrical Maintenance of Power House Equipment.	08	Electrical Foreman/Electr ician/Helper	23-12-23	31-12-2023

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	From
<b>January-2024</b>						
26	T-16	Modern Coal Power Technology and Coal Procurement Process.	10	Technical Officer	02-01-2024	11-01-2024
27	T-21	Basic and brief introduction, Analysis and Trouble-shooting of Siemens PLC's.	10	XEN/ SDE/ AE/ SAE	07-01-2024	16-01-2024
28	T-49	Electrical Maintenance of Power House Equipment.	08	SDE/AE/SAE (Electrical Engineer)	09-01-2024	16-01-2024
29	T-05	Schedule maintenance and spare management & Procurement planning of Gas Turbine Power Plant .	10	SE/XEN/SDE/ AE	16-01-2024	25-01-2024
30	T-11	Operational Procedure of Steam Turbine Power Plant and Preparation and Startup Procedure of Auxiliaries.	10	Plant Operator/ Attendant	22-01-2024	31-01-2024
<b>February-2024</b>						
31	IT-02	Training on Internet Security, Cyber security, Cloud Storage System (Google Drive, Drop box) and Meeting/Training with Google meet & Zoom.	10	Officer	04-02-2024	13-02-2024
32	E-05	Smart Grid, SCADA, Sub-Station Automation System (SAS), GIS Mapping.	10	XEN/SDE/AE/ SAE	05-02-2024	14-02-2024
33	T-18	Coal Power Station Operation Procedure.	10	Technical Staff	07-2-2024	16-02-2024
34	T-12	Schedule maintenance, spare management and Procurement Planning of Combined Cycle Power Plant.	10	XEN/ SDE/ AE/ SAE	18-02-2024	27-02-2024
<b>March-2024</b>						
35	T-10	Operational Procedure (Cold Startup, Semi-hot and Hot Startup) and Problem Diagnose procedure of Steam Turbine Power Plant.	10	Shift Engineer/ Shift Supervisor	03-03-2024	12-03-2024
36	T-39	Security of KPI, Firefighting and safety procedure	10	Technical Staff / Non-Technical Staff	11-03-2024	20-03-2024
37	T-22	Basic and brief introduction, Analysis and Trouble-shooting of S+ and INFI90 (ABB) Control System in Power Station.	10	XEN/DD/SDE/ AE/AD/SAE	16-03-2024	25-03-2024

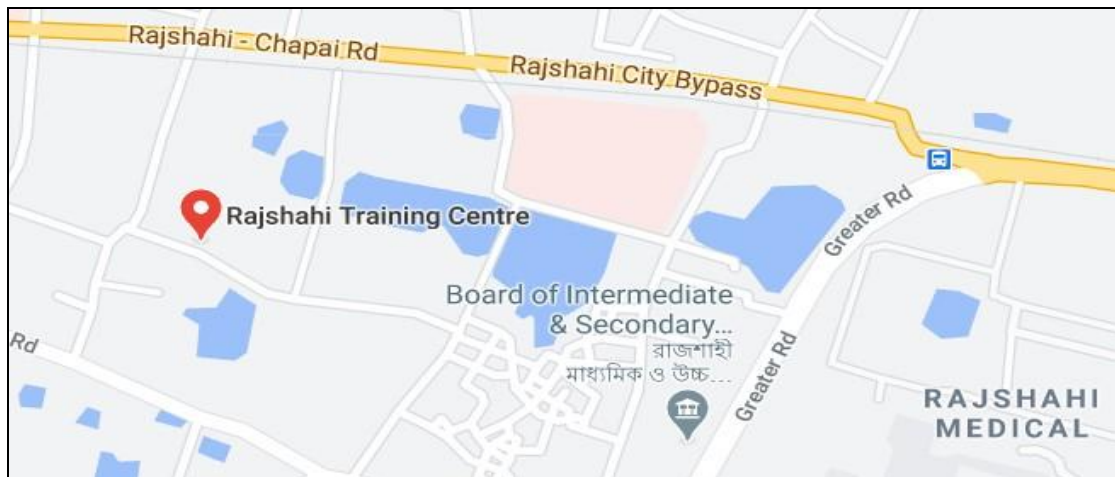


Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	From
38	IT-01	Training on Microsoft Office 2010 (Word, Excel & Powerpoint), Internet Security, Cyber security, Cloud Storage System (Google Drive, Drop box) and Meeting/Training with Google meet & Zoom.	10	Technical Staff Non-Technical Staff	27-03-2024	05-04-2024
<b>April-2024</b>						
39	IT-04	Training on E-Filing, D-Nothi, File Management as per Secretariat Instruction-2014 & ERP (HR & Finance Module) Software for Development of Work Procedure & Services	10	Officers of BPDB	19-04-2024	28-04-2024
40	T-50	Mechanical Maintenance for Power House Auxiliaries.	08	Mechanical Foreman/Fitter/Helper	15-04-2024	22-04-2024
41	T-47	Optimization, Preservation and Maintenance of Boiler/HRSG.	10	Technical Officer	16-04-2024	25-04-2024
42	T-52	Protection of Boiler/HRSG, Turbine, Generator and Transformer.	10	XEN/SDE/AE/SAE	21-04-2024	30-04-2024
<b>May-2024</b>						
43	T-49	Electrical Maintenance of Power House Equipment.	08	Electrical Foreman/Electrician/Helper	02-05-2024	09-05-2024
44	MA-07	National Integrity Strategy (NIS), Anti-Corruption, Etiquette & Manner, Professional Ethics & Organizational Behavior	08	Officers of BPDB	07-05-2024	14-05-2024
45	T-50	Mechanical Maintenance for Power House Auxiliaries.	08	SDE/AE/SAE (Mechanical Engineer)	12-05-2024	19-5-2024
46	T-23	Generator, Generator Auxiliaries, Types of Generator Excitation Systems, AVR, Generator Cooling System and High Voltage Insulation of Generator.	10	Technical Staff	21-05-2024	30-05-2024
<b>June-2024</b>						
47	T-23	Generator, Generator Auxiliaries, Types of Generator Excitation Systems, AVR, Generator Cooling System and High Voltage Insulation of Generator.	10	XEN/SDE/AE/SAE	01-06-2024	10-06-2024
48	T-38	Occupational health Safety Environment and first Aid.	10	Technical Staff / Non-Technical Staff	03-06-2024	12-06-2024

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	From
49	T-15	Operation of Combined Cycle Power Plant Simulator.	10	Plant Operator/ Plant Attendant.	18-06-2024	27-06-2024
50	IT-01	Training on Microsoft Office 2010 (Word, Excel & Powerpoint), Internet Security, Cyber security, Cloud Storage System (Google Drive, Drop box) and Meeting/Training with Google meet & Zoom.	10	Technical Staff / Non-Technical Staff	21-06-2024	30-06-2024

**Number of Targeted On the job training (OJT) for 2023-2024: 24 Nos.**  
**Foundation Course: As per Recruitment.**

# Rajshahi Training Center, BPDB, Rajshahi



# Rajshahi Training Center, BPDB, Rajshahi

Bangladesh Power Development Board (BPDB) is the largest Organization of Bangladesh in Power Sector. It has some training center. Rajshahi Training Center is one of the most important training Center in BPDB. However not only does it conduct training, the training academy conducts training as well as regularly participates in all government activities. It is situated at Laxmipur, Baganpara area of Rajshahi metropolitan city which is located on the north side of the river “Padma”. Rajshahi is famous for “Rajshahi Silk,” it also the location of “Barendra Museum” which is known for it’s collection of local Sculpture and other artifacts dating from medieval times. Training Academy, BPDB, Rajshahi is a modern training center that have air-conditioned class room, related laboratories, a gorgeous- conference room with multimedia and digital conferencing system, a prepared hostel that is provided with furniture for the trainees and a beautiful Mujib Corner here in memory of Bangabandhu Sheikh MujiburRahman. There is also a well decorated campus which is beautified by a flower garden, a nice pond and also a mango yard.

The training center planned training on distribution, office management and administration, E-gp& e-Filing and ERP, financial procedure, power plant etc. Also here, training is given to the trainees of other organizations in power sector and various universities. All the officers and staffs of this training center extend a sincere hand of cooperation to the trainees while conducting the training. The most important aspect of this training center is the best opportunity to demonstrate practically due to it’s location. There is also the availability of experienced trainers from BPDB and other organizations. Rajshahi Training Center starts it’s journey from 1975 named as “Regional Training Center” (RTC) with an aim of giving training to officers and staffs of BPDB in order to improve their skills, capabilities and knowledge of them for doing the job. The training will give the trainees a greater understanding of their responsibilities within their role and in turn build their confidence. This confidence will enhance their overall performances and this can only be beneficial for BPDB. Training Academy, BPDB, Rajshahi is working relentlessly and tirelessly to meet the challenges of the future in the power sector and the vision of the People’s Republic of Bangladesh.



Officers and staff of Rajshahi Training Center, BPDB, Rajshahi

**Annual Training Schedule for 2023-24**  
**Rajshahi Training Center, BPDB, Rajshahi**

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	From
<b>July-2023</b>						
1	T-25	Operation and Maintenance of 33 KV, 11 KV and 0.4 KV Distribution Line, Reduction of System Loss, Right of way and Public Motivation.	10	Technical Staff	09.07.2023	18.07.2023
2	MA-01	BPDB Employees Service Rules, Labour Law and Industrial Relationship.	10	Staff of BPDB	11.07.2023	20.07.2023
3	T-23	Generator, Generator Auxiliaries, Types of Generator Excitation Systems, AVR, Generator Cooling System and High Voltage Insulation of Generator.	10	Technical Officer	13.07.2023	22.07.2023
4	T-24	Operation and Maintenance of Power & Distribution Transformer and 33/11 KV Substation.	10	Technical Staff	22.07.2023	31.07.2023
5	T-36	PPR-2008, PPA-2006, Preparation of Tender Document & Public Procurement Guidelines.	10	Officers of BPDB	23.07.2023	01.08.2023
6	F-04	Auditing and settlement of Audit Objections.	10	Staff Of BPDB	23.07.2023	01.08.2023
<b>August-2023</b>						
7	T-47	Optimization, Preservation and Maintenance of Boiler.	10	Technical Staff	01.08.2023	10.08.2023
8	T-12	Schedule maintenance, Spare Management and Procurement Planning of Combined Cycle Power Plant.	10	XEN/SDE/AE/SAE	03.08.2023	12.08.2023
9	IT-11	ERP (Enterprise Recourse Planning), e-filing and Salary Automation through ERP and APA.	10	Staff Of BPDB	05.08.2023	14.08.2023
10	F-03	Accounts, Audit and Financial Activities of BPDB.	10	UDA/SAA/S TENO/AA/LDA/JAA	17.08.2023	26.08.2023
11	T-27	Tariff Rule, COP and Electricity Act 2018 and Rules 2020.	10	Officer Of BPDB	19.08.2023	28.08.2023
12	T-26	Energy Meter Connection, Installation, Testing and Prepayment Meter Connection, Configure & Vending system in BPDB and Customer Service Excellence.	10	Sales & Distribution related technical staff	21.08.2023	30.08.2023

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	From
<b>September 2023</b>						
13	T-46	Operation and Schedule Maintenance (1K, 2K, 3K, 4K, etc.) of HFO and HSD Engine based power plants.	10	Technical Staff	02.09.2023	11.09.2023
14	T-29	Training for Switch Board Attendant.	08	SBA/CA (Distribution)	03.09.2023	10.09.2023
15	MA-10	Inquiry Procedure & Report Writing, Punishment and Appeal According to the Service Rules of BPDB.	10	Officers Of BPDB	05.09.2023	14.09.2023
16	T-25	Operation and Maintenance of 33 KV, 11 KV and 0.4 KV Distribution Line, Reduction of System Loss, Right of way and Public Motivation.	10	Technical Staff	14.09.2023	23.09.2023
17	T-24	Operation and Maintenance of Power & Distribution Transformer and 33/11 KV Substation.	10	Technical Staff	17.09.2023	26.09.2023
18	MA-22	Store Purchase and Online Store Management.	10	Technical Officer and Store Officer	21.09.2023	30.09.2023
<b>October-2023</b>						
19	T-14	Operation of Combined Cycle Power Plant, Preparation and Startup Procedure of Auxiliaries.	10	Technical Staff of Power Plant	01.10.2023	10.10.2023
20	MA-03	Office Administration & Record Keeping.	10	Staff of BPDB	03.10.2023	12.10.2023
21	F-02	Accounts and Financial Management.	10	Officers of BPDB	05.10.2023	14.10.2023
22	E-02	Relay & Protection, Fault Level Calculation, Setting, Coordination and DCS.	10	Technical Officer	16.10.2023	25.10.2023
23	T-11	Operational Procedure of Steam Turbine Power Plant and Preparation and Startup Procedure of Auxiliaries.	10	Technical Staff	17.10.2023	26.10.2023
24	T-27	Tariff Rule, COP and Electricity Act 2018 and Rules 2020.	10	Staff of BPDB	19.10.2023	28.10.2023
<b>November-2023</b>						
25	T-47	Optimization, Preservation and Maintenance of Boiler.	10	Technical Staff	02.11.2023	11.11.2023
26	IT -04	Training on E-Filing, D-Nothi, File Management as per Secretariat Instruction-2014 & ERP (HR & Finance Module) Software for Development of Work Procedure & Services.	09	Staff Of BPDB	04.11.2023	12.11.2023

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	From
27	T-24	Operation and Maintenance of Power & Distribution Transformer and 33/11 KV Substation.	10	Technical Officer	05.11.2023	14.11.2023
28	T-46	Operation and Schedule Maintenance (1K, 2K, 3K, 4K, etc.) of HFO and HSD Engine based power plants.	10	Technical Staff	13.11.2023	22.11.2023
29	T-36	PPR-2008, PPA-2006, Preparation of Tender Document & Public Procurement Guidelines.	10	Officers of BPDB	20.11.2023	29.11.2023
30	T-29	Training for Switch Board Attendant.	08	SBA/CA (Distribution )	21.11.2023	28.11.2023
<b>December-2023</b>						
31	T-26	Energy Meter Connection, Installation, Testing and Prepayment Meter Connection, Configure & Vending system in BPDB and Customer Service Excellence.	10	Sales & Distribution related technical staff	03.12.2023	12.12.2023
32	E-09	Testing and Commissioning of both Power and Distribution Transformer.	10	XEN/SDE/AE/SAE	04.12.2023	13.12.2023
33	F-04	Auditing and settlement of Audit Objections.	10	Staff of BPDB	05.12.2023	14.12.2023
34	T-11	Operational Procedure of Steam Turbine Power Plant and Preparation and Startup Procedure of Auxiliaries.	08	Technical Operator and Attendants	14.12.2023	21.12.2023
35	MA-01	BPDB Employees Service Rules, Labour Law and Industrial Relationship.	10	Officers of BPDB	17.12.2023	26.12.2023
36	T-27	Tariff Rule, COP and Electricity Act 2018 and Rules 2020.	10	Staff Of BPDB	19.12.2023	28.12.2023
<b>January-2024</b>						
37	T-14	Operation of Combined Cycle Power Plant, Preparation and Startup Procedure of Auxiliaries .	10	Technical Staff of Power Plant.	01.01.2024	10.01.2024
38	T-36	PPR-2008, PPA-2006, Preparation of Tender Document & Public Procurement Guidelines	10	SAA/AA/JAA	02.01.2024	11.01.2024
39	E-06	Smart Pre-Payment Metering, Computerized Billing System and Customer Service Excellence.	10	Officer Of BPDB	07.01.2024	12.01.2024

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	From
40	IT -04	Training on E-Filing, D-Nothi, File Management as per Secretariat Instruction-2014 & ERP (HR & Finance Module) Software for Development of Work Procedure & Services.	09	Staff Of BPDB	14.01.2024	22.01.2024
41	T-25	Operation and Maintenance of 33 KV, 11 KV and 0.4 KV Distribution Line, Reduction of System Loss, Right of way and Public Motivation.	10	Technical Staff	15.01.2024	24.01.2024
42	T-16	Modern Coal Power Technology and Coal Procurement Process.	10	Technical Officer	18.01.2024	27.01.2024
<b>February-2024</b>						
43	T-26	Energy Meter Connection, Installation, Testing and Prepayment Meter Connection, Configure & Vending system in BPDB and Customer Service Excellence.	10	Sales & Distribution related staff	01.02.2024	10.02.2024
44	MA-01	BPDB Employees Service Rules, Labour Law and Industrial Relationship.	10	Staff of BPDB	03.02.2024	12.02.2024
45	T-27	Tariff Rule, COP and Electricity Act 2018 and Rules 2020.	10	Officers Of BPDB	04.02.2024	13.02.2024
46	T-11	Operational Procedure of Steam Turbine Power Plant and Preparation and Startup Procedure of Auxiliaries.	08	Technical Operator and Attendants	10.02.2024	17.02.2024
47	T-47	Optimization, Preservation and Maintenance of Boiler.	10	Technical Staff	13.02.2024	22.02.2024
48	T-46	Operation and Schedule Maintenance (1K, 2K, 3K, 4K, etc.) of HFO and HSD Engine based power plants.	10	Technical Officers/ Chemist	15.02.2024	24.02.2024
<b>March-2024</b>						
49	T-13	Training for BPDB Doctors for Professional Knowledge & Skill Development (Part-2)	7	Medical Officers of BPDB	03.03.2024	09.03.2024
50	MA-10	Inquiry Procedure & Report Writing, Punishment and Appeal According to the Service Rules of BPDB.	10	Staff of BPDB	04.03.2024	13.03.2024
51	T-16	Modern Coal Power Technology and Coal Procurement Process.	10	Technical Officer	05.03.2024	14.03.2024

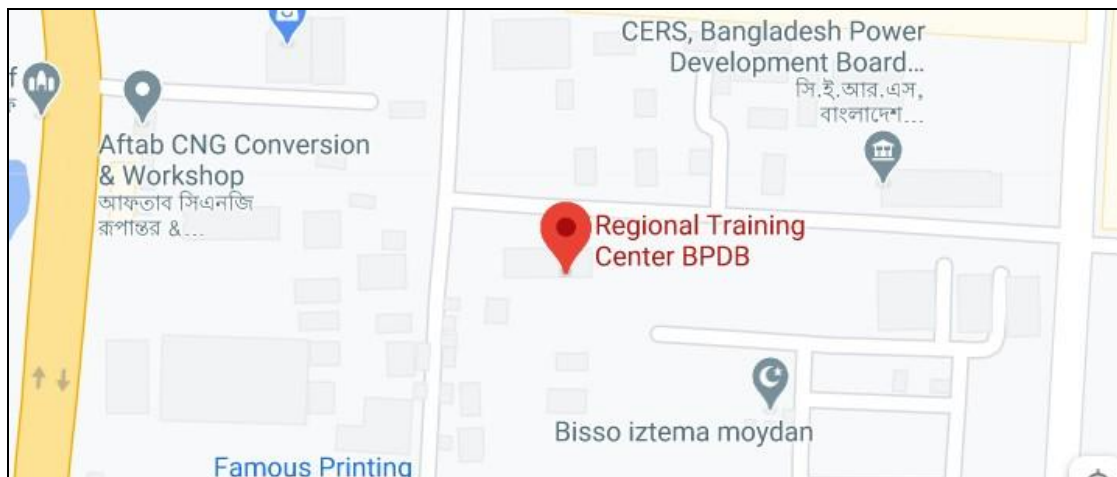


Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	From
52	T-25	Operation and Maintenance of 33 KV, 11 KV and 0.4 KV Distribution Line, Reduction of System Loss, Right of way and Public Motivation.	10	Technical Staff	12.03.2024	21.03.2024
53	F-04	Auditing and settlement of Audit Objections.	10	Staff Of BPDB	18.03.2024	27.03.2024
54	T-24	Operation and Maintenance of Power & Distribution Transformer and 33/11 KV Substation.	10	Technical Officer	19.03.2024	28.03.2024
<b>April-2024</b>						
55	T-26	Energy Meter Connection, Installation, Testing and Prepayment Meter Connection, Configure & Vending system in BPDB and Customer Service Excellence.	10	Sales & Distribution related staff	16.04.2024	25.04.2024
56	MA-02	Office Administration, Personnel Management & File Management as per Secretariat Instruction 2014.	10	Officers of BPDB	18.04.2024	27.04.2024
57	T-46	Operation and Schedule Maintenance (1K, 2K, 3K, 4K, etc.) of HFO and HSD Engine based power plants.	10	Technical Staff	21.04.2024	30.04.2024
58	T-36	PPR-2008, PPA-2006, Preparation of Tender Document & Public Procurement Guidelines.	10	AA/SAA/JAA	26.04.2024	05.05.2024
<b>May-2024</b>						
59	T-24	Operation and Maintenance of Power & Distribution Transformer and 33/11 KV Substation.	10	Technical Staff	02.05.2024	11.05.2024
60	E-09	Testing and Commissioning of both Power and Distribution Transformer.	10	XEN/SDE/AE/SAE	05.05.2024	14.05.2024
61	T-25	Operation and Maintenance of 33 KV, 11 KV and 0.4 KV Distribution Line, Reduction of System Loss, Right of way and Public Motivation.	10	Technical Staff	07.05.2024	16.05.2024
62	MA-07	National Integrity Strategy (NIS), Anti-Corruption, Etiquette & Manner, Professional Ethics and Organizational Behavior.	09	Staff of BPDB	13.05.2024	21.05.2024
63	T-23	Generator, Generator Auxiliaries, Types of Generator Excitation Systems, AVR, Generator Cooling System and High Voltage Insulation of Generator.	10	XEN/SDE/AE/SAE	16.05.2024	25.05.2024

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	From
64	F-03	Accounts, Audit and Financial Activities of BPDB.	10	UDA/SAA/ STENO/AA/ LDA/JAA	20.05.2024	29.05.2024
<b>June-2024</b>						
65	T-46	Operation and Schedule Maintenance (1K, 2K, 3K, 4K, etc.) of HFO and HSD Engine based power plants.	10	Technical Officers/ Chemist	01.06.2024	10.06.2024
66	T-18	Coal Power Station Operation Procedure.	10	Technical Staff of Power Plant	02.06.2024	11.06.2024
67	MA-03	Office Administration & Record Keeping.	10	Staff of BPDB	03.06.2024	12.06.2024
68	F-01	Preparation of Budget and Financial Strategy.	09	Officers of BPDB	22.06.2024	30.06.2024
69	T-29	Training for Switch Board Attendant.	08	SBA/CA (Distribution)	22.06.2024	29.06.2024
70	T-11	Operational Procedure of Steam Turbine Power Plant and Preparation and Startup Procedure of Auxiliaries.	08	Technical Operator and Attendants	23.06.2024	30.06.2024

**Number of Targeted "On the Job Training (OJT)" for 2023-24: 24 Nos.**

# Regional Training Center, BPDB, Tongi



# **Regional Training Center, BPDB, Tongi, Gazipur**

Training Academy, BPDB, Tongi is one of the most important training institutions under the Bangladesh Power Development Board. It is situated at Tongi. Adjacent to this training center, there exist two offices of BPDB, one named CERS (Central Equipment Repair Shop) & the other one is CSD (Central Stores depot). Within the short periphery of the center, Tongi 80 MW Gas Turbine Power Plant & Tongi 230/132/33 KV Grid Substation & ZRS (Zonal Repairing Shop), the three other important installations are located. So, RTC, Tongi has been playing a very distinctive role in imparting technical as well as management, environment, occupational health-related training to the officers & staff of BPDB.

Training Academy, BPDB, Tongi being located adjacent to Dhaka, has the best available opportunity to provide skilled Engineer & experienced Trainer from BPDB Head office & another scope to demonstrate practical repairing & testing works of Power & Distribution transformers, Calibration & testing of Energy Meter at CERS, PDB. Moreover, trainees can easily visit nearby 80 MW Power Plant & 230/132/33 KV high voltages Sub-station with an objective of practical observation of the technical activities going on there.

At present, this Training Center has 4 (Four) air-conditioned classrooms equipped with multimedia projectors & audio sound system. Hostel, dining & library facilities are also available here.



**Officers and Staff of Regional Training Center, BPDB, Tongi**

**Annual Training Schedule for 2023-24**  
**Regional Training Center, BPDB, Tongi**

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	From
<b>July-2023</b>						
1	T-36	PPR-2008, PPA-2006, Preparation of Tender Document & Public Procurement Guidelines.	10	Officer	10.07.2023	19.07.2023
2	MA-03	Office Administration & Record keeping	10	Staff	11.07.2023	20.07.2023
3	T-03	Operation & Daily/Routine Maintenance of Gas Turbine Power Plant.	10	Technical Staff	18.07.2023	27.07.2023
<b>August-2023</b>						
4	T-24	Operation and Maintenance of Power & Distribution Transformer and 33/11 KV Substation	10	Technical Staff	01.08.2023	10.08.2023
5	T-27	Tariff Rule, COP and Electricity Act 2018 and Rules 2020	11	XEN/SDE/AE /SAE	06.08.2023	16.08.2023
6	IT-11	ERP (Enterprise Resource Planning) and Salary Automation through ERP, e-filing and APA	10	Staff	20.08.2023	29.08.2023
7	T-38	Occupational Health, Safety Environment and First Aid.	10	Staff	22.08.2023	31.08.2023
<b>September 2023</b>						
8	T-03	Operation & Daily/Routine Maintenance of Gas Turbine Power Plant.	10	Technical Staff	03.09.2023	12.09.2023
9	IT -06	Electronic Government Procurement (e-GP), APA and Delegation of Financial Power-2018	10	(Technical/Accounts Officers)	10.09.2023	19.09.2023
10	T-45	Repair and Maintenance of Distribution Transformer.	10	Technical Staff	17.09.2023	26.09.2023
11	MA-01	BPDB Employees Service Rules, Labour Law and Industrial Relationship.	10	Staff	18.09.2023	27.09.2023
<b>October-2023</b>						
12	T-14	Operation of Combined Cycle Power Plant, Preparation and Startup Procedure of Auxiliaries.	10	Technical Staff	01.10.2023	10.10.2023

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	From
13	E-09	Testing & Commissioning of both Power & Distribution Transformer.	10	XEN/SDE/AE /SAE	03.10.2023	12.10.2023
14	T-43	Transformer Oil, Oil Testing Procedure & its Practical Demonstration.	10	Technical Staff	16.10.2023	25.10.2023
15	T-39	Security of KPI, Firefighting and safety procedure	10	Security Guard/Staff	17.10.2023	26.10.2023
16	MA-06	Customer Service Excellence & Office Etiquette.	10	Staff	22.10.2023	31.10.2023
<b>November-2023</b>						
17	T-27	Tariff Rule, COP and Electricity Act 2018 and Rules 2020.	10	Staff	05.11.2023	14.11.2023
18	T-23	Generator, Generator Auxiliaries, Types of Generator Excitation Systems, AVR, Generator Cooling System and High Voltage Insulation of Generator.	10	Technical Staff	07.11.2023	16.11.2023
19	T-44	Repair and Maintenance of Power Transformer.	10	Technical Staff	19.11.2023	28.11.2023
20	MA-02	Office Administration, Personnel Management & File Management as per secretariat instruction -2014.	10	Officer	21.11.2023	30.11.2023
<b>December-2023</b>						
21	T-20	Basic and brief introduction, Analysis and Troubleshooting of Mark VI and VIe control System and Generator Excitation System.	10	XEN/SDE/AE /SAE	03.12.2023	12.12.2023
22	T-36	PPR-2008, PPA-2006, Preparation of Tender Document & Public Procurement Guidelines.	10	Assistant Accountant/ SAA/JAA	05.12.2023	14.12.2023
23	F-04	Auditing and settlement of Audit Objections	10	AA/UDA/LDA /SAA/JAA/ related Staff	17.12.2023	26.12.2023
24	T-03	Operation & Daily/Routine Maintenance of Gas Turbine Power Plant.	10	Technical Staff	18.12.2023	27.12.2023
<b>January-2024</b>						
25	T-36	PPR-2008, PPA-2006, Preparation of Tender Document & Public Procurement Guidelines.	10	Officer	01.01.2024	10.01.2024
26	MA-03	Office Administration & Record keeping	10	Staff	02.01.2024	11.01.2024

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	From
27	T-04	Preparation and Operational Procedure of Gas Turbine auxiliaries.	10	Technical Staff	15.01.2024	24.01.2024
28	T-24	Operation and Maintenance of Power & Distribution Transformer and 33/11 KV Substation	10	Technical Staff	16.01.2024	25.01.2024
29	IT-11	ERP (Enterprise Resource Planning) and Salary Automation through ERP, e-filing and APA.	10	Staff	22.01.2024	31.01.2024
<b>February-2024</b>						
30	T-03	Operation & Daily/Routine Maintenance of Gas Turbine Power Plant.	10	Technical Staff	04.02.2024	13.02.2024
31	F-04	Auditing and settlement of Audit Objections	10	AA/UDA/LDA /SAA/JAA/ related Staff	05.02.2024	14.02.2024
32	T-27	Tariff Rule, COP and Electricity Act 2018 and Rules 2020	10	XEN/SDE/AE /SAE	18.02.2024	27.02.2024
33	MA-01	BPDB Employees Service Rules, Labour Law and Industrial Relationship	10	Staff	19.02.2024	28.02.2024
<b>March-2024</b>						
34	T-45	Repair and Maintenance of Distribution Transformer.	10	Technical Staff	04.03.2024	13.03.2024
35	T-14	Operation of Combined Cycle Power Plant, Preparation and Startup Procedure of Auxiliaries.	10	Technical Staff	05.03.2024	14.03.2024
36	IT -06	Electronic Government Procurement (e-GP), APA and Delegation of Financial Power-2018.	10	(Technical/Accounts Officers)	18.03.2024	27.03.2024
37	T-39	Security of KPI, Firefighting and safety procedure.	10	Security Guard/Staff	19.03.2024	28.03.2024
<b>April-2024</b>						
38	T-43	Transformer Oil, Oil Testing Procedure & its Practical Demonstration.	10	Technical Staff	20.04.2024	29.04.2024
39	MA-06	Customer Service Excellence & Office Etiquette	10	Staff	21.04.2024	30.04.2024
40	E-09	Testing & Commissioning of both Power & Distribution Transformer.	09	XEN/SDE/AE /SAE	22.04.2024	30.04.2024
<b>May-2024</b>						

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	From
41	T-27	Tariff Rule, COP and Electricity Act 2018 and Rules 2020	10	Staff	06.05.2024	15.05.2024
42	T-23	Generator, Generator Auxiliaries, Types of Generator Excitation Systems, AVR, Generator Cooling System and High Voltage Insulation of Generator.	10	Technical Staff	07.05.2024	16.05.2024
43	T-44	Repair and Maintenance of Power Transformer.	10	Technical Staff	14.05.2024	23.05.2024
44	MA-02	Office Administration, Personnel Management & File Management as per secretariat instruction -2014.	10	Officer	19.05.2024	28.05.2024
45	T-36	PPR-2008, PPA-2006, Preparation of Tender Document & Public Procurement Guidelines.	10	Assistant Accountant/ SAA/JAA	21.05.2024	30.05.2024
<b>June-2024</b>						
46	T-04	Preparation and Operational Procedure of Gas Turbine auxiliaries.	10	Technical Staff	02.06.2024	11.06.2024
47	T-38	Occupational Health, Safety Environment and First Aid.	10	Staff	03.06.2024	12.06.2024
48	T-07	Scheduled Maintenance of Gas Turbine	10	Technical Officer	04.06.2024	13.06.2024

**Number of Targeted "On the Job Training (OJT)" for FY 2023-24: 15**